

## Bureau of Nutrition and Physical Activity Training Advisory Workgroup iLinc Minutes

**Date:** Thursday, April 21, 2016  
**Time:** 9:00AM – 10:00AM  
**Location:** 1740-Conference Room 008  
**Attendees:**

**Local Agencies:** Emily Roy, Tasha Williams-**Maricopa**; Maritza Garcia, Zulema Valencia, Olivia Torres-**Mariposa**; Mike Sears, Sandi Veitch-**Yuma**; Rosanna Ringer-**Pinal**, Renee Cooper, Suzie East- **Cochise**; Diana Perez-**St Elizabeths**; Willa Miller- **Yavapai**; Melissa Delfenthal-**Marana**; Rochelle Figueroa-**Graham**; Norma Castaneda-**Adelante**; Diana Perez- **St Elizabeth's**; Brianna Morales- **Greenlee**; Sherrie Jameson- **Pima**; Miriam Hoda- **Desert Senita**; Sharon Grasso-**Coconino**; Kim Reed, Rachel Molina-**Mountain Park**;

**ADHS:** Jaclyn Chamberlain, Shannon Murphy, Brittany Klein, Geni Acosta, Margaret Mack, Ben Hartley, Billy Erickson

Agenda Item:	Topics and Discussion:	Action Items:
<b>Heads UP HANDS UP</b> <ul style="list-style-type: none"> <li>• <b>Breast Pump</b></li> <li>• <b>Other bug fixes</b></li> <li>• <b>Ask for permission to delay or roll into May*</b></li> </ul>	<p>Release is scheduled for April 28<sup>th</sup></p> <ul style="list-style-type: none"> <li>• Contingent on testing</li> </ul> <p>Release will include:</p> <ul style="list-style-type: none"> <li>• Notes changes</li> <li>• Bug fixes <ul style="list-style-type: none"> <li>— Including but not limited to: Breast Pump Transfer Issue</li> </ul> </li> </ul> <p>Heads UP HANDS UP:</p> <ul style="list-style-type: none"> <li>• We usually like to send out the week of the release</li> <li>• OK to defer to May?</li> </ul>	<p>Agreement was made that Heads Up HANDS Up will be released in May prior to TAG</p>





	<ul style="list-style-type: none"> <li>• Searching for an avenue to continue this discussion <ul style="list-style-type: none"> <li>– May be Partners, may be Directors</li> <li>– Request to include more than just the trainers in this discussion</li> <li>– Jaclyn to discuss with Celia</li> <li>– Will be part of a larger group discussion</li> </ul> </li> <li>• Help Desk staff limitations and protocol <ul style="list-style-type: none"> <li>– Front line staff needs</li> <li>– Would like to propose a Help Desk “Corner” session at TAG iLincs <ul style="list-style-type: none"> <li>• Invite Billy to attend some calls to ask some questions about things that are occurring.</li> </ul> </li> <li>– Limit so it’s not every call</li> <li>– As needed, once a quarter, via TAG</li> <li>– Submit questions ahead of time so we can prepare and be conscious of time restraints</li> <li>– First session May at partners meeting, then schedule quarterly from that point forward</li> </ul> </li> </ul>	<p>Billy will present on protocol and questions from locals at May Partners meeting. A mon email will be sent to request questions be submitted to Billy by May 13<sup>th</sup>.</p>
<p><b>In service sharing status and next steps</b></p>	<p>In Service Sharing</p> <ul style="list-style-type: none"> <li>• If nutrition education materials are going through a process to get posted, group curriculum also goes through this process</li> <li>• Training materials would have to be reviewed as well <ul style="list-style-type: none"> <li>○ At a minimum for copyrights</li> </ul> </li> <li>• Status: Need to identify appropriate medium</li> <li>• Previous requests were explored <ul style="list-style-type: none"> <li>– HANDS not supported <ul style="list-style-type: none"> <li>• Server limitations, etc</li> <li>• Also due to eWIC and other projects, cannot be done at this time</li> </ul> </li> <li>– Password Protected on AZ WIC Website <ul style="list-style-type: none"> <li>• ...Maybe possible</li> </ul> </li> <li>– SharePoint <ul style="list-style-type: none"> <li>• Training at May Partner’s Meeting</li> <li>• Not process of needing approval</li> </ul> </li> <li>– Post without restriction on AZ WIC Website <ul style="list-style-type: none"> <li>• Confirmed it does require standard verification</li> </ul> </li> </ul> </li> </ul>	<p>SharePoint training will be offered.</p>

	<ul style="list-style-type: none"> <li>— Specifically copyright or other “public” issues <ul style="list-style-type: none"> <li>• Very least</li> <li>• In addition to any requirements we decide we want to hit</li> <li>• Would need approval process</li> </ul> </li> <li>— Suggestion <ul style="list-style-type: none"> <li>• Weekly Email attachment</li> <li>• Eliminated as a consideration due to data size and would likely not reach most of the target</li> </ul> </li> </ul> <p>Next Steps</p> <ul style="list-style-type: none"> <li>• Trained on SharePoint to feel more comfortable prior to making a final decision</li> <li>• Two potential solutions, will come down to a vote</li> <li>• Follow up earliest in June, may be July</li> </ul>	
<b>Follow up status for Nutrition Boot Camp</b>	<p><b>IT PASSED!!!</b></p> <ul style="list-style-type: none"> <li>• Status: <ul style="list-style-type: none"> <li>— Meeting with content experts and developers</li> <li>— Develop pilot Curriculum, materials, videos and accompaniments</li> <li>— Pilot <ul style="list-style-type: none"> <li>• Train the trainer</li> <li>• 4 days during this session, 5 days moving forward</li> <li>• Develop pilot accompanying materials</li> <li>• Special campaign involving real WIC families</li> </ul> </li> <li>— Will share drafts for input/comment with smaller committee and provide updates <ul style="list-style-type: none"> <li>• Day 1, May, Day 2, June, Day 3, July, Day 4 Aug</li> <li>• Timeline plan will be shared with the smaller committee</li> <li>• Intent to complete each day of the curriculum</li> </ul> </li> <li>— Humans of WIC <ul style="list-style-type: none"> <li>• Need Clinic</li> <li>• Rural and urban</li> <li>• Interview families in the waiting room <ul style="list-style-type: none"> <li>• Sound bites</li> <li>• What are they worrying about? Identify things in common</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p>Jaclyn- contact agencies for Humans of WIC piece. Will submit drafts of curriculum to smaller Nutrition Boot Camp Committee and provide updates on TAG.</p> <p>Looking at week of Sept 12<sup>th</sup> for pilot. Location and registration info will be sent via Mon email once location has been secured.</p>

	<ul style="list-style-type: none"> <li>• 5 family home visits and film what their home environment is like and incorporate that into the curriculum</li> <li>• Have identified several we think would be good based on our experiences there</li> <li>• Permission to contact those clinics to see if they are open to it.</li> <li>• Pinnacle Prevention is providing the service and filming for this project.</li> <li>• Adrienne Udarbe will be the interviewer, and we are looking for a state staff Spanish speaker for translations.</li> <li>• Cochise, Yuma for southern AZ volunteered</li> <li>• Welcome at Mountain Park, Yavapai, Coconino County</li> <li>• Want rural perspectives</li> <li>• Will offer as many boot camps as we can to accommodate all staff, but if agency decides they only want to send new staff, that is also an option</li> </ul> <p><b>Pilot Day</b></p> <ul style="list-style-type: none"> <li>• Week of September 12, 2016 <ul style="list-style-type: none"> <li>– Aug too many conflicts</li> <li>– Labor day conflict</li> <li>– Realistic timeline</li> <li>– Scout locations- will be offsite</li> <li>– Likely UofP or an area in Phoenix that knows us</li> <li>– Will roll out after feedback and tweaks from the group</li> </ul> </li> <li>• PILOT!!!! <ul style="list-style-type: none"> <li>– Include staff in those who are training others.</li> <li>– Intended for key training staff only</li> <li>– Want trainers perspective for pilot</li> <li>– Will be 4 days, Monday – Thursday</li> <li>– Week of September 12th</li> </ul> </li> </ul>	
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<p><b>eWIC *</b></p>	<p>What do we need to do to prepare?</p> <ul style="list-style-type: none"> <li>• Look at previous roll-out <ul style="list-style-type: none"> <li>– (ahem, HANDS)</li> <li>– Eval – what worked what didn't</li> <li>– Maximus – QA contractor's report/recommendations</li> </ul> </li> <li>• Look at other state's models <ul style="list-style-type: none"> <li>– Specifically those who use our same processor (EBT lingo) CDP</li> </ul> </li> <li>• Look at anything in the research</li> </ul> <p>What was done last time</p> <ul style="list-style-type: none"> <li>• HANDS <ul style="list-style-type: none"> <li>– Train the Trainer</li> <li>– Workbook (individual and/or in-services)</li> <li>– Videos</li> <li>– Intensive on-site review (1-2 days depending on the agency)</li> <li>– "Go-live" support (the remainder of that week)</li> </ul> </li> <li>• Evaluation Data</li> </ul> <p>Other State Approaches</p> <ul style="list-style-type: none"> <li>• Webinars plus Modules</li> <li>• Videos <ul style="list-style-type: none"> <li>○ Particularly for participant education</li> </ul> </li> <li>• Maximus's recommendations</li> </ul> <p>Literature Review</p> <ul style="list-style-type: none"> <li>• Train-the-Trainer</li> <li>• Super users "Educators"</li> <li>• Small group sizes/one-on-one <ul style="list-style-type: none"> <li>○ Due to requiring hands on components</li> </ul> </li> </ul> <p>What are other considerations?</p> <ul style="list-style-type: none"> <li>• Resources and Limitations <ul style="list-style-type: none"> <li>– # of available people</li> <li>– Time</li> </ul> </li> </ul>	<p>Jaclyn- send out eWIC training plan webinar iLinc information following the call. May 5<sup>th</sup>, 9AM 90 minutes.</p>
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	<ul style="list-style-type: none"> <li>• At all levels</li> <li>– \$\$\$\$</li> <li>• Smaller budget due to smaller magnitude</li> <li>• Magnitude of Change <ul style="list-style-type: none"> <li>– Not as massive as AIM → HANDS</li> <li>– Staff perspective changes <ul style="list-style-type: none"> <li>• Food package screen, how to assign</li> <li>• Components of food package remain the same, but tailoring will be now be possible</li> <li>• Separation of during may need to look different</li> <li>• Clinic flow may look different</li> <li>• Remainder of everything we do will be the same</li> <li>• Impact for clients in the store will be huge</li> <li>• All booklets and materials will change to reflect eWIC</li> </ul> </li> </ul> </li> </ul> <p>The Reality</p> <ul style="list-style-type: none"> <li>• Training on a system as it develops or is in infancy <ul style="list-style-type: none"> <li>– IT WILL CHANGE</li> </ul> </li> <li>• Cannot be stopped, controlled, or predicted by Training Staff or YOU <ul style="list-style-type: none"> <li>– What can we do?</li> </ul> </li> <li>• Need to prepare for this inevitability in Training Plan</li> </ul> <p>Discussion for Requests and Input</p> <ul style="list-style-type: none"> <li>• May 5<sup>th</sup> *SPECIAL eWIC Training Plan Webinar* <ul style="list-style-type: none"> <li>– Will describe all of the above and show examples from other states</li> <li>– Will request your input and requests <ul style="list-style-type: none"> <li>• What you think worked, what you would like to see</li> </ul> </li> <li>– Info to be sent to TAG and directors after this call <ul style="list-style-type: none"> <li>• Recommendations, eval results</li> </ul> </li> <li>– Webinar will be archived</li> </ul> </li> <li>• May 19<sup>th</sup> TAG <ul style="list-style-type: none"> <li>– Will present potential training plan options</li> <li>– Will have a vote on June 16th</li> </ul> </li> <li>• June 16<sup>th</sup> TAG</li> </ul>	
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	<ul style="list-style-type: none"> <li>○ Vote on preferred approach</li> </ul>	
<b>Other</b>	<p>Status on HANDS Module</p> <ul style="list-style-type: none"> <li>• Part 1 is ready for focus group iLinc</li> <li>• Focus group iLinc for feedback on part one with all accompanying materials</li> <li>• In June</li> <li>• Voluntary</li> <li>• Already been through initial review with trainer input</li> <li>• Will go live, once approved</li> <li>• Timeline will depend on revisions and feedback from June iLinc</li> <li>• Part 2 underway</li> <li>• As modules are completed, will follow same protocol sending out for input part by part</li> </ul>	Link to Focus Group and complete course will be sent.
<b>Next iLinc</b>	<p>May 5<sup>th</sup>- eWIC meeting at 9AM- 10:30 AM</p> <p>May 18<sup>th</sup>- TAG iLinc at 9AM – 10 AM</p>	